

CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
DRAFTER 1
(2 Vacancies)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral Transfers or Candidates on a current Drafter 1 examination list

Location: Facilities Management

Job Posting No: C14-086

Hours: Monday through Friday, 8 A.M. to 4 P.M. with a 1 hour meal period (35 hours per week)
Note: Flexible scheduling may be required including nights and/or weekends.

Salary: \$41,679 to \$57,183 Annually (ES-16)

Closing Date: February 4, 2015

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Candidates must have applied for and passed the Drafter 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular position.

Purpose of Class: In a State agency, this class is accountable for independently performing a full range of tasks in the preparation of complicated plans, drawings, maps and/or details from sketches, notes and survey data for engineering projects.

Examples of Duties: Prepares plans, drawings, specifications, and/or maps and revises as necessary; prepares and checks computations for architectural or engineering projects; prepares designs, profiles, cross-sections, and cost estimates for projects; prepares and reviews drawings and details of field conditions or construction; reviews project estimates, drawings, and plans for accuracy and completeness; collects and uses field or other data related to specific projects; may consult with technical personnel involved in projects to assure accuracy and completeness; may prepare graphs, charts, and displays; may receive training and utilize computer aided design equipment in the performance of these duties; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of principles, practices and methods of architectural or civil engineering drafting; knowledge of mathematics such as algebra and geometry; some knowledge of specification writing; some knowledge of building and civil engineering construction methods, materials and specifications; ability to prepare drawings, details and plans; ability to utilize computer software.

Experience and Training:

General Experience: Three (3) years of experience in the field of drafting.

Substitution Allowed: College or technical school training in architectural drafting or design, civil engineering drafting, or civil engineering may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associate's degree.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date and include the following:

- 1) Cover letter specifying this Job Posting Number: C14-086
- 2) Completed State application (**CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf**)
- 3) Names, titles and phone numbers of two current professional references.
- 4) State employees attach copies of your two most recent performance appraisals.

Incomplete packages will not be accepted. Applications must be postmarked by February 4, 2015. Faxes will not be accepted. Send cover letter, application and references to:

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.